



LEAD THE WAY APPLICATION

City of Burbank - Parks and Recreation Department

1301 W Olive Ave, Burbank CA 91506

P: 818.238.5370 Fax: 818.238.5388

Email: BVP@burbankca.gov

Please complete application below and return via mail or in person to the address above. Should you have any questions, please feel free to contact us at any time.

Personal Information:

First Name:

Last Name:

Contact Information:

Street Address

City

State

Zip Code

Phone Number

Cell Phone Number

Email Address



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High School Education: Please list the high school you attended or are currently attending.

High School Name Year Graduated/Current Grade

Address City State Zip

College Education: Please list the colleges or universities that you are currently attending or have previously attended.

College/University Name Years Attended

Address City State Zip

Area of Study

Type of Diploma or Degree Received Graduation Year

College Education: Please list the colleges or universities that you are currently attending or have previously attended.

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Previous Experience: Please list any previous work, volunteer and/or internship experience.

Name of organization

Dates of services

Address

City

State

Zip

Telephone Number

Job Title and Primary Duties:

Name of organization

Dates of services

Address

City

State

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Telephone Number

Job Title and Primary Duties:



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References: Please list three persons with whom you have studied or worked with that will serve as references. Also, please attach one academic letter of recommendation in a sealed envelope

Name 1 Institute

Title/Position Telephone Number & Email Address

Name 2 Institute

Title/Position Telephone Number & Email Address

Name 3 Institute

Title/Position Telephone Number & Email Address

Please check all skills and areas in which you are interested in developing through the LEAD the Way Program.

Customer Service Skills ☐ Communication Skills ☐ Team Building ☐

Working Independently ☐ Data Entry ☐ Designing Flyers/Ads ☐

Phone Etiquette ☐ Resources Available with the City of Burbank ☐

Please list any other skills you would like to develop during the program:



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Declaration:

By applying for the LEAD the Way Program, I understand that:

- If accepted into the LEAD the Way internship program, I agree to abide by all current and future policies, rules and regulations of the LEAD the Way & Burbank Volunteer Program.
- I further agree that my work in the LEAD the Way program is at-will and can be terminated at any time if I am not meeting the expectations of the program.
- This is a 150 hour commitment and it is mandatory that I attend all training sessions.
- I acknowledge that I have received a BVP handbook and will review it.
- Once my placement has been made, I cannot change locations and must be available for a minimum of 12 hours and/or 3 days a week.

I certify that all my statement on this application are correct, and realize that falsification or misrepresentation of this or any other personal record may result in the withdrawal of any offer made or in my discharge.

Signature

Date

If minor: Parent Signature

Date